

## **RFP for Preservation, Imaging, & Indexing Services for Permanent Retention and Historical Records.**

Jim Wells Office of the District Clerk is seeking a well-qualified Preservation, Imaging, & Indexing Services for permanent retention and historical records. The following outlines the RFP:

### 1. Project Description

The County of Jim Wells Office of the District Clerk is seeking a proposal for Preservation, Imaging, & Indexing Services for permanent retention and historical records.

Records for this project shall consist of:

- a) Civil 1/1/1998 – 12/31/2002
- b) Criminal 1/1/1995 – 12/31/2002

The project goal is to preserve original records, eliminate/reduce manual searches, expedite searches, and protect originals by reducing daily use. The imaging of books will include the capture, processing, and zonal enhancements of each Image. This will ensure that each original document Imaged is optimal quality and free of loss or distortion from capture failures.

Offerors should be aware that these are permanent retention and/or historical records, so special handling is required. The County requires the Vendor to have trained technicians who can image these documents with the upmost care and precision. The County requires the Offeror to have capabilities to remove tape from the documents with accepted archival conservation methods if required for image quality. It is imperative that each document is handled and cared for by trained professionals. The vendor shall have a professional Imaging Lab with advanced scanning devices and software, with superior security and chain of custody procedures. Bound Volumes with imaging only services will not be dismantled from their binders.

### 2. Submission requirements:

#### A. **Statement of Qualifications** (Attachment A)

Jim Wells County is seeking qualified Preservation, Imaging, & Indexing Services for permanent retention and historical records delivery. Please provide the following as it relates to your qualifications:

##### 1. **Experience of the Firm:**

- i. Provide introductory statement for the firm.
- ii. Related recent experience in securing and managing and providing preservation services(s).

##### 2. **Prior Work Performance /References:**

- i. A description of work performance and experience, philosophy, approach, or awards received that would demonstrate your firm's unique ability to perform the services requested.

##### 3. **Capacity to Perform:**

- i. Provide description of your understanding of the project scope
- ii. Provide an organizational chart describing management and staffing for this program, including names, and roles
- iii. Provide description of your proposed approach/strategy to provide and perform the requested services.

##### 4. **Historically Underutilized Business:** Contracting with HUB, small and minority businesses, women's business enterprises, and labor surplus area firms.

#### B. **Proposed Cost of Services** (Attachment B.)

1. Provide your cost proposal to accomplish the entire Scope of Work as outlined below (page 6). This cost proposal shall reflect all services provided to qualified Preservation, Imaging, & Indexing Services for permanent retention and historical records with the specification identified in the Scope of Work.

2. Bidders are required to inspect all items selected for service and provide all costs associated to complete project.
  - a. Site visits may be scheduled by contacting the Jim Wells County District Clerk, 361-668-5717. Records will be located at 200 N. Almond St, Alice, TX 78332. Questions or requests for information relating to this request for bid may be directed to David Guerrero via email at [rdgdc@co.jim-wells.tx.us](mailto:rdgdc@co.jim-wells.tx.us) no later than (4:00pm on June 20, 2024).
3. Evaluation Criteria - The proposal received will be evaluated and ranked according to the following criteria and using the rating sheet enclosed:

Criteria	Maximum Points
Experience of the Firm	30
Prior Work Performance/ References	25
Capacity to Perform	30
Historically Underutilized Business HUB)	10
Proposed Cost	5
Total	100

- C. Bidder Information Contact (Attachment C)
- D. **VENDOR ASSESSMENT:** Please address questions response. A simple yes or no will not suffice, please explain each answer. (Attachment D)
- E. Technical Questions: Format Attached herein see (Attachment E.)
- F. A copy of your current certificate of insurance for professional liability.
- G. A copy of your current HUB cert. (if applicable)
- H. Statement of Conflicts of Interest (if any) the service provider or key employees may have regarding these services, and a plan for mitigating the conflict(s). Note that City/County may in its sole discretion determine whether or not a conflict disqualifies a firm, and/or whether or not a conflict mitigation plan is acceptable.
- I. System for Award Management. Service Providers should have a current registration in the System for Award Management (<https://www.sam.gov/SAM/>) Service provider and its Principals may not be debarred or suspended nor otherwise on the Excluded Parties List System (EPLS) in the System for Award Management (SAM). Include verification that the service provider as well as its principals are not listed (are not debarred) through the System for Award Management ([www.SAM.gov](http://www.SAM.gov)). Enclose a printout of the search results that includes the record date. This clearance information should be included in the service provider's Proposal. The clearance in the Service Provider's proposal must be re-verified prior to award. Federal awarding agencies may relax the timing of the requirement for active SAM registration at time of allocation in order to expeditiously issue funding. At the time of award, the requirements of 2 CFR § 200.206, Federal awarding agency review of risk posed by recipients, continue to apply.
- J. Conflict of Interest Questionnaire for vendor doing business with Local Government
- K. Form CIQ, (enclosed). Texas Local Government Code chapter 176 requires that any vendor or person who enters or seeks to enter into a contract with a local government entity disclose in the Questionnaire Form CIQ the vendor or person's employment, affiliation, business relationship, family relationship or provision of gifts that might cause a conflict of interest with a local government entity. Questionnaire form CIQ is included in the RFP and must be submitted with the response.
- L. Certification Regarding Lobbying (enclosed). Certification for Contracts, Grants, Loans, and Cooperative Agreements is included in the RFP and must be submitted with the response.
- M. Instructions for Completion of SF-LLL Disclosure of lobbying Activities
- N. Disclosure of Lobbying Activities

3. Contracting with HUB, small and minority businesses, women's business enterprises, and labor surplus area firms.

If the awarded vendor (prime) uses subcontractors, it must take all necessary affirmative steps to assure that small and minority businesses, women's business enterprises, and labor surplus area firms are used. The following affirmative steps are required of the prime Vendor:

- 1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
- 2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
- 3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
- 4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
- 5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration (SBA) and the Minority Business Development Agency (MBDA) of the Department of Commerce .
- 6) The Prime Vendor should utilize the MBDA Center that Is In the closest proximity to locality . Email your RFP to the appropriate center.

Minority-owned businesses may be eligible for contract procurement assistance with public and private sector entities from MBDA centers:

Dallas MBDA Business Center  
8828 N. Stemmons Freeway, Ste.5508  
Dallas, TX 75247  
214--920-2436  
Website: <https://www.mbdadfw.com>  
Email: [admin1@mbdadallas.com](mailto:admin1@mbdadallas.com)

Houston MBDA Business Center  
3100 Main Street,Ste.701  
Houston, TX 77002  
713-718-8974  
Website: <https://www.mbda.gov/business-center/houston-mbda-business-center>  
Email: [MBDA@hccs.edu](mailto:MBDA@hccs.edu)

El Paso MBDA Business Center  
2401 East Missouri Avenue  
El Paso, TX 79903  
915-351-6232  
Website: <https://www.mbda.gov/business-center/el-paso-mbda-business-center>  
Email: [treed@ephcc.org](mailto:treed@ephcc.org)

San Antonio MBDA Business Center  
501 W. Cesar E. Chavez Blvd., Ste. 3.324B  
San Antonio, TX 78207  
210-458-2480  
Website: <https://www.mbda.gov/business-center/san-antonio-mbda-business-center>  
Email: [orestes.hubbard@utsa.edu](mailto:orestes.hubbard@utsa.edu)

Small and woman-owned businesses may be eligible for assistance from SBA Women's Business Centers:

Dallas Fort Worth WBC  
7800 N. Stemmons Fwy.,Ste.120  
Dallas, TX 75247  
214-572-9452  
Website:  
<https://womensbusinesscenterdfw.com/>  
Email: [wbcdfw@liftfund.com](mailto:wbcdfw@liftfund.com)

WBEA -Women's Business Center  
9800 Northwest Freeway, Ste. 120  
Houston, TX 77092  
713-681-9232  
Website: <https://www.wbea-texas.org/womens-business-center>  
Email: [wbc@wbea-texas.org](mailto:wbc@wbea-texas.org)

Lift Fund Women's Business Center  
600 Soledad St.  
San Antonio, TX 78205  
888-215-2373 ext. 3000  
Website: <https://womensbusinesscenters.com/>  
Email: [wbc@liftfund.com](mailto:wbc@liftfund.com)

SBA also provides assistance at Small Business Development Centers located across Texas:  
<https://americassbdc.org/small-business-consulting-and-training/find-your-sbdc/>

4. Deadline for Submission- **Proposals must be received no later than 4:00pm on June 26, 2024.** It is the responsibility of the submitting entity to ensure that the proposals received in a timely manner. Proposals received after the deadline will not be considered for award, regardless of whether or not the delay was outside the control of the submitting firm. **All bids must be clearly marked "RFP DOCUMENT IMAGING SERVICES ANO RECORDS RETENTION PROCESSING - RFP 2024-001": David Guerrero, Jim Wells County District Clerk, 200 N. Almond Street, Alice, Texas 78332. Proposals must be received by the Jim Wells County District Clerk no later than 4:00pm on June 26, 2024 to be considered.** Any bids delivered or received after 4:00 pm will not be considered and shall be returned unopened to the addressee. The County reserves the right to reject any or all bids.
  
5. Any questions or requests for clarification must be submitted in writing via **EMAIL to David Guerrero, rdgdc@co.jim-wells.tx.us by 4:00 pm, June 20, 2024.** Jim Wells County may, if appropriate, circulate the question and answer to all service providers submitted proposals.

Required RFP Forms as provided in the RFP must be submitted, or the proposal shall be considered non-responsive.